

Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, NC 28310-5000

FRMOI 190-40
10 December 1999

Military Police
SERIOUS INCIDENT REPORT

FOR THE COMMANDER:



KERRY R. PARKER
COL, AD
Chief of Staff

PROPOSER: The proposer of this publication is the Command Group, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-CDR, Fort Bragg, North Carolina 28310-5000.

SUPERSESSON: This is a new publication.

APPENDIX A: Contact Numbers (page 4)
B: Incident Report Worksheet (page 5)
C: Serious Incidents - AR 190-40 (page 6)
D: Serious Incidents - CCPM 28 (Page 9)
E: Command Group Actions (page 10)

DISTRIBUTION: A; D; J; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the Internet at:
www-rotc.monroe.army.mil/firstregion

1. Purpose. This publication prescribes the policy and procedures pertaining to Serious Incident Report (SIR) required by referenced publications or by this headquarters.

2. References.

- a. AR 190-40
- b. CCPM 28
- c. FRMOI 385-10

3. Applicability. This MOI is applicable to all organizational elements of this region.

4. General.

a. The reporting requirements specified in this publication provides early notice to members of the chain of command that a serious incident has occurred or may have occurred. SIRs provide the chain of command with timely information to respond to queries from Congress, DoD, news media, and others.

b. Within First Region (ROTC) ALL reports covered by this publication will be forwarded through brigade headquarters to Commander, First Region (ROTC), ATTN: ATOA-CDR. If the brigade headquarters cannot be contacted, report the incident directly to Headquarters, First Region (ROTC), and provide a copy to the brigade.

c. Incidents listed in Appendix A and B are reportable as category 1, 2, or 3 serious incidents. The lists are not all inclusive. Commanders, Senior Army Instructors and others who become aware of an incident will report any incident, regardless of whether it is specifically listed in the appendixes. In determining whether an incident should be reported the following factors should be considered: severity of the incident, potential adverse publicity and potential consequences of the incident. In case of doubt, **REPORT** the incident.

d. Submission of an SIR will not be delayed due to incomplete information. All pertinent information known at the time of SIR submission will be included. Additional required information will be provided in a subsequent add-on report.

e. Telephone numbers, FAX numbers and e-mail addresses for brigades and Headquarters, First Region (ROTC), for reporting of SIRs are provided at Appendix A.

(1) A paper copy of the initial and all add-on reports will be forwarded to First Region (ROTC), ATTN: ATOA-CDR. If a telephonic report is submitted, a written report will be submitted within 12 duty hours. The 12 hour requirement is necessary in order to meet mandatory suspense by the Department of the Army.

(2) Report format is provided at Appendix B. Use additional sheets if required.

(3) Add-on reports will be provided as information becomes available. Use the same reporting form, adding the additional information.

5. Reportable incidents.

a. Appendix C provides a listing of incidents that must be reported in order to comply with provisions of AR 190-40.

b. Appendix D provides a listing of incidents that must be reported in order to comply with CCPM 28 and the instructions of Commander, First Region (ROTC).

c. The format for a report has been established to ensure all facts regarding the incident are reported to ALL commanders within the chain of command.

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Appendix A
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ORGANIZATION	TELEPHONE	FAX	E-MAIL
Headquarters, First Region (ROTC)	(910) 396-5919	(910) 396-9947	a-cdr
HQ, First Region (ROTC) Duty Officer	(910) 391-5123	(910) 396-9947	a-cdr
HQ, First Brigade First Region (ROTC)	(978) 796-2650	(978) 796-3788	a-a@1
HQ, Second Brigade First Region (ROTC)	(609) 562-3655	(609) 562-2439	a-b@1
HQ, Fourth Brigade First Region (ROTC)	(703) 805-4530	(703) 805-4531	a-d@1
HQ, Fifth Brigade First Region (ROTC)	(910) 396-8505	(910) 396-8475	a-e@1
HQ, Sixth Brigade First Region (ROTC)	(912) 352-6962	(912) 352-6946	a-f@1

SERIOUS INCIDENT REPORT WORKSHEET

REPORT NUMBER: _____ DATE: _____

THIS IS AN INITIAL/INTERIM/FINAL REPORT (INDICATE WHICH)

REPORTING REGION: _____

TYPE OF INCIDENT: _____

NAME(S) OF INDIVIDUAL(S) INVOLVED: _____

SCHOOL OR ORGANIZATION ASSIGNED: _____

STATUS: _____

(i.e., active duty cadre, SAI, SROTC/JROTC Cadet)

SCHOLARSHIP/NONSCHOLARSHIP: _____

(MSI, MSII, MSIII, MSIV, EARLY COMMISSIONEE)

DATE OCCURRED: _____

SUMMARY OF INCIDENT: _____

DISPOSITION OF INDIVIDUAL: _____

STATUS OF COMMAND ACTIONS: _____

NAME, ADDRESS AND PHONE NUMBER OF NEXT OF KIN: (Deaths only)

FOLLOW-UP REQUIRED? YES: _____ NO: _____

SERIOUS INCIDENTS AS DEFINED BY AR 190-40

CATEGORY 1. Actual or alleged incidents involving the following:

1. On or off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
2. Request by members of the US Army for political asylum indications of defection.
3. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements, that occur on an installation or involve military personnel or property off an installation.
4. Bomb or explosive incidents resulting in death, injury, or damage to military property.
5. Incidents involving material damage that seriously degrade operational or training readiness.
6. Threats against government weapons and ammunition.
7. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the U.S., Vice President of the U.S., other persons being protected by the U.S. Secret Service.

Category 2. Actual or alleged incidents involving the following:

8. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds in excess of \$50,000.
9. Theft, suspected theft, negligence, conflict of interest involving government nonappropriated funds or property valued at more than \$50,000.
10. Racially or ethnically motivated criminal acts.
11. Loss, theft, wrongful disposition, willful destruction or mismanagement of the following:
 - a. Evidence.
 - b. Sensitive items.

c. Night vision devices.

12. Wrongful possession, manufacture, or distribution of a controlled substance to include narcotics, drugs or marijuana in the quantities listed below:

a. Cocaine, 40 grams or more.

b. Marijuana, 600 grams or more.

c. Hashish, 350 grams or more.

d. Heroin, 30 grams or more.

e. Amphetamines or barbiturates, 30 grams or more.

f. LSD, 750 grams or more.

g. PCP, 30 grams or more.

h. For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

13. Significant violations of Army standards of conduct to include bribery, conflict of interest, graft, or acceptances of gratuities by soldiers or Department of the Army civilian employees.

14. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives in the following quantities:

a. Any machine gun or automatic fire weapon.

b. Any fragmentation, concussion, or high explosive grenade, or other similar type of simulator or device.

c. Five or more semi-automatic or manually operated firearms.

d. Five or more rounds of ammunition greater than .50 caliber.

e. 5,000 or more rounds of .50 caliber or smaller ammunition.

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f. Actual or attempted break-in of arms rooms or storage areas for arms, ammunition and explosives.

g. Armed robberies or attempted robberies of arms, ammunition and explosives.

h. Aggravated arson.

i. Deaths, to include homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by add-on SIR as soon as determined.

j. Kidnapping.

k. Major fires, natural disasters involving death, serious injury, excessive property damage, or extensive damage to unit capabilities.

l. Group breaches of discipline involving 10 or more persons who act to defy proper authority.

m. Training and troop movement accidents resulting in serious injury or death.

n. Maltreatment of soldiers or DA civilians to include assaults, abuse, or exploitation, where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity is involved.

o. Incidents involving firearms that cause injury or death.

REPORTABLE INCIDENTS
US ARMY CADET COMMAND AND FIRST REGION (ROTC)

Category 3. Actual or alleged incidents involving the following:

1. Any incident which may result in judicial or nonjudicial punishment.
2. Any incident which may result in civil charges.
3. Any incident which resulted in serious injury to a member of the command or the member causes serious injury to another.
4. Any incident which resulted in substantial damage to property, government or non-government.
5. Any incident which may result in embarrassment to the command.
6. Death or serious illness of military, DA civilians, or cadets.
7. Death or serious illness of dependents of military or DA civilian family members.
8. Death or serious illness of school hired personnel or their family members who provide direct support to this command.

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SERIOUS INCIDENT REPORTS
ACTIONS BY THE COMMAND GROUP

1. First Region (ROTC) Command Group is the central reporting office for ALL incident reports within this region.
2. SIRs will be relayed to First Region (ROTC) Command Group by telephone, FAX, e-mail.
3. Immediately upon receipt of an SIR, a copy will be provided to the Chief of Staff who will provide guidance on additional distribution required.
4. Headquarters, First Region (ROTC) Command Group, will e-mail the report to Headquarters, US Army Cadet Command, ATTN: ATCC-P.
5. Provide a copy of all incident reports concerning accidents to the First Region (ROTC) Safety Manager.